

**DUBLIN SAN RAMON SERVICES DISTRICT
MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

December 6, 2022

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6:05 p.m. by President Halket.

President Halket reported that a special DSRSD Financing Corporation meeting was held immediately before this meeting, attended by himself, Vice President Rubio, and Directors Vonheeder-Leopold and Johnson. Per DSRSD's Director Compensable Activities policy, no Director will receive any compensation or stipend for participating in more than one meeting on this date.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Richard M. Halket, Vice President Marisol Rubio, Director Georgean M. Vonheeder-Leopold, and Director Ann Marie Johnson.

Director Goel entered the meeting at 6:37 p.m. after the roll call was done.

District staff present: Dan McIntyre, General Manager; Jan Lee, Assistant General Manager; Carol Atwood, Administrative Services Director/Treasurer; Steve Delight, Engineering Services Director/District Engineer; Jeff Carson, Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

4.A. New Employee Introductions

Jason Dubois – Management Analyst I
Jenifer Leigh – Administrative Assistant II
Karla Castro – Assistant Engineer
Dana d'Angelo, Management Analyst II
Sheree Davis, Administrative Assistant II
Cheri Smith, Human Resources Analyst II
Christine Chen, Accountant II

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:15 p.m. No public comment was received.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – No changes were made.

7. CONSENT CALENDAR

Director Johnson requested that Item 7.G be removed for discussion. The Board agreed to remove Item 7.G for discussion and took Consent Calendar Items 7.A through 7.F and passed these items first.

Director Vonheeder-Leopold MOVED for approval of Items 7.A through 7.F on the Consent Calendar. Vice President Rubio SECONDED the MOTION, which CARRIED with FOUR AYES and ONE ABSENT (Goel).

- 7.A. Approve Regular Meeting Minutes of November 1, 2022 – Approved
- 7.B. Authorize Amendment No. 1 to Task Order No. 4 with HDR Engineering, Inc. for the Biogas Treatment System Improvements Project (CIP 16-P028) – Approved
- 7.C. Approve Amendment to the Capital Improvement Program Ten-Year Plan and Two-Year Budget to Increase the Hypochlorite Building Rehabilitation Project (CIP 22-P021) Budget, Retitle it to the Hypochlorite Building Replacement Project (CIP 22-P021), and Authorize Execution of Task Order No. 8 for Design Services with West Yost Associates for the Hypochlorite Building Replacement Project (CIP 22-P021) – Approved – Resolution No. 57-22
- 7.D. Authorize the General Manager to Execute a Memorandum of Agreement to Participate in the Regional Purified Water Pilot Project Phase 2 – Public Outreach and Grant Funding Opportunities – Approved
- 7.E. Approve Revised Director Travel and Expenses Policy and Rescind Resolution No. 41-22 – Approved – Resolution No. 58-22
- 7.F. Rescind District Security Policy and Resolution No. 12-10 – Approved – Resolution No. 59-22
- 7.G. REMOVED – Increase the Fiscal Year Ending 2023 Capital Outlay Budget for Fleet Vehicles and Authorize the General Manager to Purchase Ford Fleet Vehicles and Equipment

Director Johnson requested staff provide further insight into the recommendation to purchase gas-powered fleet vehicles rather than hybrid vehicles. She expressed concern with adding gas vehicles given the State will soon be asking for agencies' transition plans from gas- to electric-powered equipment.

Operations Director Carson and Mechanical Supervisor Spencer Halliday discussed that based on District needs, vehicle availability, and a narrow ordering window, staff has brought forth this evening's modified request to acquire vehicle replacements as soon as possible. The recommended action would not include the purchase of any diesel vehicles. The cost for the four gas-powered Ford F-250 vehicles has increased due to the newer model and inflation. Mr. Halliday explained that the District's previous order for a Ford Escape Hybrid vehicle was cancelled by the dealer due to lack of parts to assemble the vehicle. Mr. Halliday noted that hybrid vehicles will not be available again until 2024, so staff recommends purchasing the smallest gas engine vehicle currently available, a Ford Ranger, to support the District's operational needs.

Director Vonheeder-Leopold MOVED to Approve Item 7.G to Rescind the September 20, 2022, Approval to Purchase Four (4) Ford F-250 Vehicles from Napa Ford, Increase the Fiscal Year Ending 2023 Capital Outlay Budget for Fleet Vehicles by \$112,000, and Authorize the General Manager to Execute Purchase Order(s) with Selected Vendor(s) for the Purchase of Five (5) Ford Fleet Vehicles for a Total Amount Not to Exceed

\$375,000. Vice President Rubio SECONDED the MOTION, which CARRIED with THREE AYES, ONE ABSTENTION (Johnson), and ONE ABSENT (Goel).

8. BOARD BUSINESS

8.A. Receive Presentation on District's Water Conservation Status

Senior Engineer Irene Suroso reviewed the item and provided the Board a presentation which was added to the website as supplemental materials. The Board and staff discussed the 13-week turnaround time for processing customer applications for Zone 7 Water Agency's water conservation rebate programs, and their hope to see an acceleration in the processing time soon.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports
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President Halket invited comments on recent JPA activities. Directors felt the available staff reports adequately covered the many matters considered at the JPA meeting, and Director Johnson made a few comments about some of the JPA activities.

9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted written reports to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association Chapter teleconference meeting on November 9, East Bay Municipal Utility Director Frank Mellon's Ward 7 Briefing in Castro Valley on November 10, the State of Orange County Sanitation District teleconference meeting on November 15, and the California Association of Sanitation Agencies Board of Directors teleconference meeting on November 30. She summarized the activities and discussions at the meetings.

Director Johnson submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Association of California Water Agencies fall conference in Indian Wells November 29 – December 1. She summarized the activities and discussions at the meeting.

9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

Director Johnson requested an item be scheduled for an upcoming meeting in the January/February timeframe regarding the status of identifying possible locations for a joint residential recycled water fill station in the Tri-Valley.

9.B. Staff Reports

9.B.1. Event Calendar – Staff had nothing to report.

9.B.2. Correspondence from the Board – None

The Board took a five-minute break at 6:43 p.m. before commencing Item 10.A.

10. CLOSED SESSION

At 6:48 p.m. the Board went into Closed Session.

10.A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

11. REPORT FROM CLOSED SESSION

At 7:23 p.m. the Board came out of Closed Session. President Halket announced that there was no reportable action.

12. ADJOURNMENT

President Halket adjourned the meeting at 7:23 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary